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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

Wage Determination No.: 2005-2189

Diane C. Koplewski Division of Revision No.: 12

Wage Determinations Date Of Revision: 06/13/2012 Director

States: Indiana, Ohio

Area: Indiana Counties of Adams, Allen, Blackford, De Kalb, Grant, Huntington, Jay, Lagrange, Noble, Steuben, Wabash, Wells, Whitley Ohio Counties of Defiance, Paulding, Williams

**Fringe Benefits Required Follow the Occupational Listing**	
OCCUPATION CODE - TITLE FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.12
01012 - Accounting Clerk II	14.74
01013 - Accounting Clerk III	16.49
01020 - Administrative Assistant	17.32
01040 - Court Reporter	20.85
01051 - Data Entry Operator I	13.63
01052 - Data Entry Operator II	14.88
01060 - Dispatcher, Motor Vehicle	17.20
01070 - Document Preparation Clerk	12.06
01090 - Duplicating Machine Operator	12.30
01111 - General Clerk I	11.78
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01112 - General Clerk II	12.86
01113 - General Clerk III	14.43
01120 - Housing Referral Assistant	17.22
01141 - Messenger Courier	11.49
01191 - Order Člerk I	12.97
01192 - Order Clerk II	14.15
01261 - Personnel Assistant (Employment) I	15.01
01262 - Personnel Assistant (Employment) II	16.79
01263 - Personnel Assistant (Employment) III	18.73
01270 - Production Control Clerk	21.04
01280 - Receptionist	11.66

	05-2189	
01290 - Rental Clerk		10.60
01300 - Scheduler, Maintenance		13.80
01311 - Secretary I		13.80
01312 - Secretary II		15.44
01313 - Secretary III		17.22
01320 - Service Order Dispatcher		16.29
01410 - Supply Technician		18.99
01420 - Survey Worker		13.88
01531 - Travel Clerk I		12.86
01532 - Travel Clerk II		13.72
01533 - Travel Clerk III		14.55
01611 - Word Processor I		12.86
01612 - Word Processor II		14.43
01613 - Word Processor III		16.14
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		18.96
05010 - Automotive Electrician		18.37
05040 - Automotive Glass Installer		17.76
05070 - Automotive Worker		17.76
05110 - Mobile Equipment Servicer		16.52
05130 - Motor Equipment Metal Mechanic		18.96
05160 - Motor Equipment Metal Worker		17.76
05190 - Motor Vehicle Mechanic		18.96
05220 - Motor Vehicle Mechanic Helper		15.90
05250 - Motor Vehicle Upholstery Worker		17.11
05280 - Motor Vehicle Wrecker		17.76
05310 - Painter, Automotive		18.37
05340 - Radiator Repair Specialist		17.76
05370 - Tire Repairer		14.09
05400 - Transmission Repair Specialist		18.96
07000 - Food Preparation And Service Occupations		
07010 - Baker .		11.93
07041 - Cook I		10.69
07042 - Cook II		11.48
07070 - Dishwasher		7.83
07130 - Food Service Worker		8.81
07210 - Meat Cutter		14.57
07260 - Waiter/Waitress		8.21
09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter		17.83
09040 - Furniture Handler		13.78
09080 - Furniture Refinisher		17.83
09090 - Furniture Refinisher Helper		15.43
09110 - Furniture Repairer, Minor		16.61

	05-2189	
09130 - Upholsterer		17.83
11000 - General Services And Support Occupations		
11030 - Cleaner, Vehicles		10.28
11060 - Elevator Operator		10.28
11090 - Gardener		12.42
11122 - Housekeeping Aide		10.09
11150 - Janitor		11.34
11210 - Laborer, Grounds Maintenance		11.35
11240 - Maid or Houseman		9.16
11260 - Pruner		11.68
11270 - Tractor Operator		12.45
11330 - Trail Maintenance Worker		11.35
11360 - Window Cleaner		12.45
12000 - Health Occupations		
12010 - Ambulance Driver		15.16
12011 - Breath Alcohol Technician		15.16
12012 - Certified Occupational Therapist Assistant	-	22.06
12015 - Certified Physical Therapist Assistant	•	21.66
12020 - Dental Assistant		15.96
12020 - Delitar Assistant		26.13
12025 - Dental Hygienist		
12030 - EKG Technician		26.40
12035 - Electroneurodiagnostic Technologist		26.40
12040 - Emergency Medical Technician		15.16
12071 - Licensed Practical Nurse I		15.57
12072 - Licensed Practical Nurse II		17.41
12073 - Licensed Practical Nurse III		19.44
12100 - Medical Assistant		12.57
12130 - Medical Laboratory Technician		16.51
12160 - Medical Record Clerk		12.95
12190 - Medical Record Technician		14.49
12195 - Medical Transcriptionist		14.60
12210 - Nuclear Medicine Technologist		29.15
12221 - Nursing Assistant I		9.16
12222 - Nursing Assistant II		10.30
12223 - Nursing Assistant III		11.24
12224 - Nursing Assistant IV		12.61
12235 - Optical Dispenser		14.03
12233 - Optical Dispeliser		
12236 - Optical Technician		14.80
12250 - Pharmacy Technician		14.75
12280 - Phlebotomist		12.61
12305 - Radiologic Technologist		22.78
12311 - Registered Nurse I		20.35
12312 - Registered Nurse II		24.89
12313 - Registered Nurse II, Specialist		24.89

12314 - Registered Nurse III 12315 - Registered Nurse III, Anesthetist 12316 - Registered Nurse IV 12317 - Scheduler (Drug and Alcohol Testing) 13000 - Information And Arts Occupations		30.11 30.11 36.09 19.61
13011 - Exhibits Specialist I 13012 - Exhibits Specialist II 13013 - Exhibits Specialist III 13041 - Illustrator I 13042 - Illustrator II 13043 - Illustrator III 13047 - Librarian 13050 - Library Aide/Clerk 13054 - Library Information Technology Systems Administrator		16.47 20.41 24.95 16.47 20.41 24.95 21.54 11.01 19.46
13058 - Library Technician 13061 - Media Specialist I 13062 - Media Specialist II 13063 - Media Specialist III 13071 - Photographer I 13072 - Photographer II 13073 - Photographer III 13074 - Photographer IV 13075 - Photographer V 13110 - Video Teleconference Technician		12.62 14.04 15.70 17.50 13.50 15.10 18.71 22.89 27.69 15.36
14000 - Information Technology Occupations 14041 - Computer Operator I 14042 - Computer Operator II 14043 - Computer Operator IV 14044 - Computer Operator IV 14045 - Computer Operator V 14071 - Computer Programmer I 14072 - Computer Programmer II 14073 - Computer Programmer IV 14101 - Computer Systems Analyst I 14102 - Computer Systems Analyst II 14103 - Computer Systems Analyst III	(see 1) (see 1) (see 1) (see 1) (see 1) (see 1)	16.81 18.80 20.97 23.30 25.80 19.81 26.23
14150 - Peripheral Equipment Operator 14160 - Personal Computer Support Technician	(500 1)	16.81 23.30
15000 - Instructional Occupations 15010 - Aircrew Training Devices Instructor (Non-Rated) 15020 - Aircrew Training Devices Instructor (Rated) 15030 - Air Crew Training Devices Instructor (Pilot)	)	31.32 37.89 42.43

15050 - Computer Based Training Specialist / Instructor 15060 - Educational Technologist 15070 - Flight Instructor (Pilot) 15080 - Graphic Artist 15090 - Technical Instructor 15095 - Technical Instructor/Course Developer 15110 - Test Proctor	31.32 26.32 42.43 21.71 19.04 23.29 15.36
15120 - Tutor	15.36
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations 16010 - Assembler	9.13
16030 - Counter Attendant	9.13
16040 - Dry Cleaner	11.56
16070 - Finisher, Flatwork, Machine	9.13
16090 - Presser, Hand	9.13 9.13
16110 - Presser, Machine, Drycleaning 16130 - Presser, Machine, Shirts	9.13
16160 - Presser, Machine, Wearing Apparel, Laundry	9.13
16190 - Sewing Machine Operator	12.37
16220 - Tailor	13.18
16250 - Washer, Machine	9.91
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.91
19040 - Tool And Die Maker 21000 - Materials Handling And Packing Occupations	22.71
21020 - Materials Handring And Packing Occupations 21020 - Forklift Operator	16.01
21030 - Material Coordinator	21.04
21040 - Material Expediter	21.04
21050 - Material Handling Laborer	12.33
21071 - Order Filler	10.58
21080 - Production Line Worker (Food Processing)	16.01
21110 - Shipping Packer	13.56
21130 - Shipping/Receiving Clerk 21140 - Store Worker I	13.56
21140 - Store worker 1 21150 - Stock Clerk	13.05 17.39
21210 - Stock Clerk 21210 - Tools And Parts Attendant	16.13
21410 - Warehouse Specialist	16.13
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.78
23021 - Aircraft Mechanic I	26.86
23022 - Aircraft Mechanic II	27.78
23023 - Aircraft Mechanic III 23040 - Aircraft Mechanic Helper	28.82 20.43
23050 - Aircraft, Painter	26.01
23060 - Aircraft Servicer	23.55
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	05-2189	
23080 - Aircraft Worker		24.86
23110 - Appliance Mechanic		19.68
23120 - Bicycle Repairer		14.09
23125 - Cable Splicer		26.64
		20.13
23130 - Carpenter, Maintenance		
23140 - Carpet Layer		22.40
23160 - Electrician, Maintenance		26.41
23181 - Electronics Technician Maintenance I		21.58
23182 - Electronics Technician Maintenance II		22.73
23183 - Electronics Technician Maintenance III		23.47
23260 - Fabric Worker		18.78
23290 - Fire Alarm System Mechanic		21.57
23310 - Fire Extinguisher Repairer		17.54
23311 - Fuel Distribution System Mechanic		24.61
23312 - Fuel Distribution System Operator		18.19
		17.52
23370 - General Maintenance Worker		
23380 - Ground Support Equipment Mechanic		26.86
23381 - Ground Support Equipment Servicer		23.55
23382 - Ground Support Equipment Worker		24.86
23391 - Gunsmith I		17.54
23392 - Gunsmith II		19.83
23393 - Gunsmith III		21.57
23410 - Heating, Ventilation And Air-Conditioning		19.14
Mechanic		
23411 - Heating, Ventilation And Air Contditioning		20.99
Mechanic (Research Facility)		
23430 - Heavy Equipment Mechanic		20.30
23440 - Heavy Equipment Operator		21.96
23460 - Instrument Mechanic		21.57
23465 - Laboratory/Shelter Mechanic		20.89
23470 - Laboratory/Sherter Mechanic		12.55
23510 - Locksmith		20.10
23530 - Machinery Maintenance Mechanic		21.96
23550 - Machinist, Maintenance		20.24
23580 - Maintenance Trades Helper		15.43
23591 - Metrology Technician I		21.57
23592 - Metrology Technician II		22.31
23593 - Metrology Technician III		23.14
23640 - Millwright		23.47
23710 - Office Appliance Repairer		20.48
23760 - Painter, Maintenance		19.31
23790 - Pipefitter, Maintenance		25.33
23810 - Plumber, Maintenance		24.09
23820 - Pneudraulic Systems Mechanic		21.57
23020 - Flieudi autic Systems Mechanic		ZI.3/

23850 - Rigger 23870 - Scale Mechanic 23890 - Sheet-Metal Worker, Maintenance 23910 - Small Engine Mechanic 23931 - Telecommunications Mechanic I 23932 - Telecommunications Mechanic II 23950 - Telephone Lineman 23960 - Welder, Combination, Maintenance 23965 - Well Driller 23970 - Woodcraft Worker 23980 - Woodworker 24000 - Personal Needs Occupations	21.57 19.83 20.92 18.96 23.46 24.27 20.71 20.24 21.57 21.57 16.04
24570 - Child Care Attendant	10.67
24580 - Child Care Center Clerk 24610 - Chore Aide	15.39 9.96
24620 - Family Readiness And Support Services	12.17
Coordinator	
24630 - Homemaker	17.11
25000 - Plant And System Operations Occupations 25010 - Boiler Tender	22.91
25040 - Sewage Plant Operator	19.42
25070 - Stationary Engineer	22.91
25190 - Ventilation Equipment Tender	16.99
25210 - Water Treatment Plant Operator	18.57
27000 - Protective Service Occupations	10 17
27004 - Alarm Monitor	18.17 12.10
27007 - Baggage Inspector 27008 - Corrections Officer	16.54
27010 - Court Security Officer	17.57
27030 - Detection Dog Handler	16.13
27040 - Detention Officer	16.54
27070 - Firefighter	17.55
27101 - Guard I	12.10
27102 - Guard II	16.13
27131 - Police Officer I	20.69 22.99
27132 - Police Officer II 28000 - Recreation Occupations	22.99
28041 - Carnival Equipment Operator	10.38
28042 - Carnival Equipment Repairer	10.79
28043 - Carnival Equpment Worker	8.60
28210 - Gate Attendant/Gate Tender	13.36
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.95
28510 - Recreation Aide/Health Facility Attendant	10.91

28515 - Recreation Specialist 28630 - Sports Official 28690 - Swimming Pool Operator 29000 - Stevedoring/Longshoremen Occupational Service	16.24 11.91 20.90
29010 - Blocker And Bracer 29020 - Hatch Tender 29030 - Line Handler 29041 - Stevedore I	22.62 22.62 22.62 21.42
29042 - Stevedore II 30000 - Technical Occupations	25.65
30010 - Air Traffic Control Specialist, Center (HFO	) (see 2) 35.77
30011 - Air Traffic Control Specialist, Station (HF	o) (see 2) 24.66
30012 - Air Traffic Control Specialist, Terminal (H	FO) (see 2) 27.16
30021 - Archeological Technician I	17.85
30022 - Archeological Technician II	19.88
30023 - Archeological Technician III	25.12
30030 - Cartographic Technician	24.72 22.59
30040 - Civil Engineering Technician 30061 - Drafter/CAD Operator I	17.85
30062 - Drafter/CAD Operator II	19.88
30063 - Drafter/CAD Operator III	21.82
30064 - Drafter/CAD Operator IV	26.84
30081 - Engineering Technician I	15.92
30082 - Engineering Technician II	17.86
30083 - Engineering Technician III	19.98
30084 - Engineering Technician IV	24.76
30085 - Engineering Technician V	30.29
30086 - Engineering Technician VI	36.64 23.21
30090 - Environmental Technician	18.48
30210 - Laboratory Technician 30240 - Mathematical Technician	24.53
30361 - Paralegal/Legal Assistant I	16.27
30362 - Paralegal/Legal Assistant II	20.16
30363 - Paralegal/Legal Assistant III	24.66
30364 - Paralegal/Legal Assistant IV	29.83
30390 - Photo-Optics Technician	24.53
30461 - Technical Writer I	24.95
30462 - Technical Writer II	30.54
30463 - Technical Writer III	36.92 22.74
30491 - Unexploded Ordnance (UXO) Technician I 30492 - Unexploded Ordnance (UXO) Technician II	22.74 27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74

30620 - Weather Observer, Combined Upper Air Or	05-2189 (see	3)	21.82
Surface Programs		2)	24 22
30621 - Weather Observer, Senior 31000 - Transportation/Mobile Equipment Operation	(see	3)	24.22
31020 - Bus Aide	occupacions.		13.34
31030 - Bus Driver			18.12
31043 - Driver Courier 31260 - Parking and Lot Attendant			14.28 10.82
31290 - Shuttle Bus Driver			15.55
31310 - Taxi Driver			12.98
31361 - Truckdriver, Light			15.39
31362 - Truckdriver, Medium 31363 - Truckdriver, Heavy			16.50 20.33
31364 - Truckdriver, Tractor-Trailer			20.33
99000 - Miscellaneous Occupations			
99030 - Cashier			7.94
99050 - Desk Clerk 99095 - Embalmer			10.67 22.74
99251 - Laboratory Animal Caretaker I			10.21
99252 - Laboratory Animal Caretaker II			10.99
99310 - Mortician			22.74
99410 - Pest Controller 99510 - Photofinishing Worker			15.93 11.95
99710 - Recycling Laborer			16.81
99711 - Recycling Specialist			18.71
99730 - Refuse Collector			15.31
99810 - Sales Clerk 99820 - School Crossing Guard			11.07 13.05
99830 - Survey Party Chief			21.85
99831 - Surveying Aide			12.89
99832 - Surveying Technician			15.76
99840 - Vending Machine Attendant 99841 - Vending Machine Repairer			14.72 16.45
99842 - Vending Machine Repairer Helper			14.72
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## ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, 4 after 15 years, and 5 after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

### THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive. administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals. (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate. then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications:
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

- 2) APPLICABLE TO ATE TRAFFIC CONTROLLERS ONLY NIGHT R
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract

(either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall

be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.